



Medical Editor/Transcriptionist

General Summary:

The Medical Editor / Transcriptionist's role is to provide medical editing / transcription services in a timely manner; thus meeting contracted TAT (turn around times) for Riverside Radiology and Interventional Associates and all clients of Premier Medical Transcription (PMT) as contracted.

Responsibilities:

- Monitor workload on a FIFO (first in first out) basis.
- Complete reports within contracted TAT.
- Monitor Administration Module for signed reports.
- Notify Operations of "no patient" orders.
- Combine accession numbers when applicable.
- Fax reports to specified physicians.
- Transcribe physician correspondence and or chart notes on Interventional Radiology (IR) patients.
- Research medication for Interventional letters.
- Accurately transcribe dictated reports utilizing knowledge of medical terminology, anatomy and physiology, diagnostic procedures, pharmacology and treatment assessments.

Additional Responsibilities:

- Establish and maintain good working relationships with physicians, management and co-workers.
- Provide support to on-site radiologist as needed.
- Completion of additional duties as requested

Knowledge and Skill Requirements:

- A high school diploma or equivalent.
- Advanced computer skills.
- Postsecondary training in medical transcription as offered by vocational schools or community colleges or equivalent experience.
- Completion of a two year associate's degree or one year certificate program including coursework in anatomy, medical terminology, legal issues related to healthcare documentation, English grammar and punctuation or equivalent experience.
- Ability to multi-task to provide maximum efficiency.
- Ability to establish and maintain effective working relationships with physicians, management, staff and others.
- Willingness to perform all duties as assigned.

About LucidHealth

LucidHealth is a physician-owned and led radiology management company. We partner with radiology groups to provide the technology and resources to increase the strategic value of their practices nationwide. Our focus on quality outcomes supported by strong physician engagement provides a unique organizational structure serving as a solid foundation. Our belief is that all patients should have access to the highest quality of subspecialized imaging care, regardless of facility size or location. Our mission is to empower independent radiology groups to deliver world-class, subspecialized care to all patients within the communities they serve. For more information, please visit <http://www.lucidhealth.com>.

LucidHealth (LH) is an equal opportunity employer, providing equal employment opportunities for all qualified applicants and employees without regard to race, color, religion, ethnicity, age, sex, national origin, disability status, genetic information, protected veteran status, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply, send resume to Sara Miller at smiller@lucidhealth.com